



# Haverhill

Human Resources Department, Room 306

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

**September 12, 2016**

**Job # 2016-038**

**PLEASE POST**  
**ANTICIPATED OPENING**

**POSITION:** Head Account Clerk (Civil Service position)  
Wastewater Department

**HOURS OF WORK:** Monday – Friday, 8am – 4pm  
35 Hours per week

**SALARY:** \$642.76 – 778.53 per week  
(According to contractual salary schedule)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Assists in the efficient and orderly running of the clerical office of a large, modern, wastewater treatment plant including typing, filing, recordkeeping, accounting, and the maintenance of records and files. Work is performed under supervision and involves the moderate exercise of initiative and judgement in carrying out established departmental clerical procedures, and in making work decisions, requiring the application of policies, regulations, and laws governing the work performed.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Under general supervision, conducts clerical procedures and agency policies. Duties shall include, but not limited to the following:

Answer telephones, direct calls and take messages. Assist customers at counter and on telephone with questions. Compile, copy, sort, and file records of office activities, business transactions, and other activities. Complete and mail correspondence, contracts, or invoices. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.

Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail. Complete work schedules, manage calendars, and arrange appointments. Using a computer, type, format, proofread, edit correspondence, and other documents, from notes. Interface effectively with city officials, management and support staff and the general public via oral or written communication. Dispatches personnel and equipment on both routine and emergency calls utilizing a computer aided dispatch system, radio dispatching consoles and other related equipment.

Maintain and record entries of accounts set up for various projects, and schedule and prepare interest and maturities payments on warrants. Perform budget activities including requisition and purchase order entries, line item transfers, refunds and credits. Prepare and print weekly schedule of bills for water, wastewater, and engineering departments. Maintain entry of energy bill breakdowns for wastewater plant and sewer lift stations.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Perform other related duties as assigned by the facility manager and/or his/her designee. Carry out other tasks as requested by managers and other colleagues.

## **SUPERVISION RECEIVED:**

Directly responsible to the Executive Administrative Assistant and/or his/her designee.

## **QUALIFICATIONS:**

Applicants must have two years of full time or equivalent part time experience in office work. Must be proficient in office technology (Microsoft Word, Excel, PowerPoint, Access, and Outlook) and any/all integrated software programs. Must be articulate with strong attention to detail. Must have strong customer service skills and be able to maintain harmonious and cooperative relationship with other departments and effective relationship in all public contacts.

## **PHYSICAL REQUIREMENTS:**

Position is sedentary in nature. Ability to operate office equipment. Ability to walk or stand continuously throughout the day and frequent movement in and out of offices. Ability to lift and/or move up to 25 pounds. Attendance is mandatory.

## **CLOSING DATE:**

**WEDNESDAY, SEPTEMBER 21, 2016**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Email should be sent to [HRD@CITYOFHAVERHILL.COM](mailto:HRD@CITYOFHAVERHILL.COM). PLEASE REFERENCE JOB # 2016-038 WHEN APPLYING ONLINE.**